Employee Meals & Lodging During Unanticipated Event

First responders and essential employees who must work extended hours to respond to unanticipated events may be provided lodging and/or meals by the county.

There are two ways that these situations may be paid for:

- **P-Card**
- **Expense Reimbursement**

P-Card

The P-Card is the *preferred method of payment* for lodging and meals during unanticipated events. Card limits and lodging blocks may be lifted to meet your agency's specific needs with written director approval (email will suffice). Cardholders may, in these special circumstances, use the cards to pay for per diem lodging and meal costs.

Cardholders must document approvals and retain all receipts and authorizations with their corresponding Expense Reports. These records can be audited for up to six years and should be kept on-site at the agency level.

See page 2 for instructions.

For assistance contact:
P-CardTeam@kingcounty.gov

Expense Reimbursement

Employees may also pay "out of pocket" for meals and lodging and be reimbursed after-the-fact. After the completion of the online Oracle EBS iExpense Reimbursement form, all receipts, authorizations, and documentation outlining the event must be sent to Central Accounts Payable along with the iExpense Report printout.

Reimbursements will be mailed directly to the employee's current PeopleSoft address on file. Reimbursements are not available for pickup or sent through interoffice mail.

See page 2 for instructions.

For assistance contact:
iExpense.AP@kingcounty.gov

Document, Document, Document!

Document approvals and keep your receipts for these expenditures no matter how your agency chooses to pay for them. The expenses associated with unanticipated event must be authorized in writing by the presiding elected official or designee.

Email approval does satisfy this requirement, however a designee must be formally granted signature authority in writing. The email must come directly from the authorizing official or designee, not from an individual "working on behalf" of that official in Outlook.

Pro Tip: Note that it is an Emergency Purchase and/or FEMA in justification.

Always ask for "Government Rates" when booking hotels.

Any expense in excess of the GSA approved per diem rates requires additional written per diem exception memo from the presiding elected official or designee.

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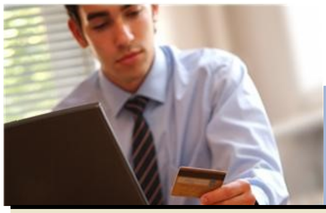


Instructions: P-Card

1) Get a copy of the Elected Official or designee’s written approval. The written approval should include a brief description of the event and all allowable lodging and/or meal expenses and limitations.

2) Contact your Department/Division P-Card Coordinator or Kelly Hunsaker to identify a Cardholder who can assist in processing payments for lodging and/or meals during the event.

3) The Cardholder will need to work with the P-Card team in order to lift hotel restrictions and raise card limits for per diem hotel and food charges on their P-Card.

4) Cardholder will process all charges in iExpense and retain original receipts, written approval, and authorizations with applicable Expense Reports. Per diem rules do apply to these transactions so approvals to exceed per diem will need to also be documented.

5) All auditable documentation is kept on-site at the agency level.

Instructions: Expense Reimbursement

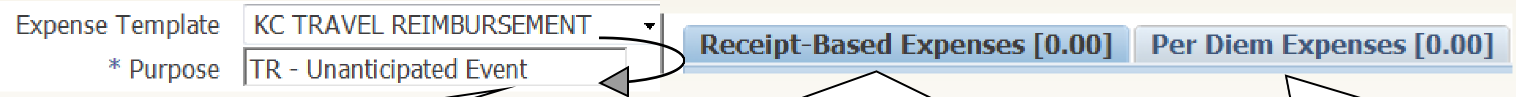
1) Get a copy of the Elected Official or designee’s written approval. The written approval should include a brief description of the event and all allowable lodging and/or meal expenses and limitations.

2) Follow the rules related to Travel Reimbursement using the written approval in place of your Travel Authorization Document.

A. Follow the total reimbursable limits for your location. http://www.gsa.gov/portal/category/100120. Incidentals are included in the meal rates.

B. Please note that King County does not use the Federal break-down of per diem expenses as seen on the Federal website. King County takes the total amount provided by the Feds and prorates the amount 20% breakfast, 30% lunch, and 50% dinner.

C. Collect all receipts for lodging, miscellaneous authorized expenses, written approval, and, if necessary, Per Diem Exception Memo for entry into iExpense under the “KC Travel Reimbursement” Template in Oracle EBS.



Expense Template KC TRAVEL REIMBURSEMENT

* Purpose TR - Unanticipated Event

Please enter in the “Purpose” box, “TR-Unanticipated Event”

Lodging expenses broken down by day. Incidental charges must be separately entered within this tab.

For meals, please breakdown expenses by day.

D. Once the expenses are entered into iExpense, submit original receipts and iExpense printout to Central Accounts Payable as indicated on the iExpense form instructions. Keep copies on-site.

E. Reimbursement will be mailed to the employee’s PeopleSoft address on file.